

ADMINISTRATIVE — INTERNAL USE ONLY

8 NOV 1972

Mr. Coffey via Mr. Wattles [REDACTED]

STATINTL

Attached for your approval and signature is a memorandum to the Executive Director-Comptroller which was prepared by the Office of Logistics. It defines some of the problems confronting the Agency with regard to the proliferation of office copying machines. The memorandum contains a recommendation that the Executive Director request the CIA Records Management Board to examine the Agency copying problem as a subject having a serious impact upon records management Agency-wide.

As you will note from the Attachment 2 suggested topics, many of the more significant mechanics relating to copy machine/reproduction control fit within the purview of the Director of Logistics. What is lacking, so far as exercise of that measure of control, is the pronouncement of Agency policy effecting or strengthening the controls. At present, the responsibility of the Director of Logistics is limited to "making a technical review of all requests for printing and reproduction equipment..." and "reviewing the utilization of, and redistributing when necessary, all printing and reproduction equipment...". (See paragraphs 9c(1)(e) and (h) of [REDACTED] attached.)

STATINTL

I feel that Mr. Blake makes a persuasive case for renewed management attention to the mounting outpour of paper from Agency copying machines, and the establishment of better controls. I believe it is more appropriate for the memorandum from you to be directed to the Executive Director, rather than to the Chairman of the Records management Board.

[REDACTED]
Chief, Support Services Staff

STATINTL

Attachments

DDS/SSS/LRF:rf (8 Nov. 72)

Distribution:

0 & 1-Addressee w/atts

1-SSS Subject

1-SSS Chrono

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